



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
Ft. Myers Division**

**VACANCY ANNOUNCEMENT**

**JUDICIAL LAW CLERK**

**to the Honorable Mac R. McCoy, United States Magistrate Judge**

**\$60,210 - \$101,409\***

**Announcement #: 17-46 Position Closes: Open Until Filled Available: Aug. 2018 for a 2 yr term**

**Position Overview**

The judicial law clerk serves as legal advisor to the Honorable Mac R. McCoy, United States Magistrate Judge, including management of civil and criminal cases, researching issues of law, and drafting orders. The caseload in the jurisdiction is heavy and the types of cases presented are varied and often involve novel issues of civil, criminal, and administrative law. While the nature of the matters presented is serious, the office environment is personable. There is daily interaction with the Judge and other law clerks concerning legal and court-related issues. Qualified candidates must be capable of producing a high volume of exceptional legal work under considerable time pressures. Judicial law clerks are also responsible for clerical/administrative duties. Employment with the United States District Court offers civil and criminal law experience at the federal court level and significant responsibility and challenge.

**Minimum Qualification Requirements**

To qualify for the position, one must be a law school graduate at the time of appointment with academic standing within the top fifteen percent of the graduating class and must possess superior research, writing, proof-reading, organizational, and communication skills. Membership (along with active participation) in law review, moot court, and/or a publication in a law review journal is strongly preferred. Good character, maturity, and willingness to work long hours are also required. Bar membership and post-graduate experience in a litigation practice is preferred, but not required.

**Deadline for Receipt of Resumes**

Applicants should submit a cover letter, a current resume with day and evening telephone numbers, at least one writing sample, up to three letters of recommendation, and a law school transcript to Federal Clerkship #17-46, Chambers of the Honorable Mac R. McCoy, United States Magistrate Judge, 2110 First Street, Suite 5-181, Ft. Myers, Florida 33901. Resumes must contain GPA and class rank, if available. All resumes will be considered when received. Selected interviews will be scheduled until the position is filled. Facsimiles will not be accepted. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged.

**THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

\* Starting salary commensurate with work experience and prior pay history.

(Salary may be higher with previous experience as a law clerk to a federal judge.)

Applicants must be U.S. citizen or eligible to work in the United States and are subject to a background check.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

## JUDICIAL LAW CLERK BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. Some of the benefits are:

- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in a group long-term care insurance program.
- Participation in a pre-tax flexible spending account plan for dependent care expenses and medical/dental expenses not covered by health insurance.
- A minimum of ten (10) paid holidays per year. Other vacation to be scheduled on a schedule agreed upon between the law clerk and the Judge.
- Prescribed salary progression through classification level based on acceptable performance.
- Relocation expenses are not reimbursed. Applicants selected for interviews must travel at their own expense.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.